



# ***MYBIZ+ AND PAA***

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*MyBiz+*



# ***SYSTEMS***

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- DCPDS – PERSONNEL SYSTEM
- MYBIZ+ - EMPLOYEE INTERFACE PAGE



# *How to get into MyBiz+*

The login page is here;

<https://compo.dcpds.cpms.osd.mil/>



**FPCON BRAVO**





# *How to get into MyBiz+*

Register as a first time CAC user



REGISTER HERE

## Smart Card Access

Click the login button below and select your non-email digital certificate.

 Smart Card Login

First time Smart Card (CAC) user [Register Here](#)

6 April 2016

ue mission focused posture that can benefit  
. The talent and experience that DoD civilians



# *How to get into MyBiz+*

your user name is your SSN with dashes.  
i.e. 123-45-6789

**\*\* Important \*\*** You must complete and submit this information to finalize the Registration process. Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your **HR/MyBiz/MyWorkplace** log in screen "User Name". Use hyphens in the Username Field if applicable.

Username:

Confirm Username:

☒ Submit



# *How to get into MyBiz+*

If your choose your path is blank select “Add Additional Application Databases”

If you have a MyBiz+ purple box select it to go to MyBiz+

My Application/Database

[Add Additional Application/Databases](#)

**Choose your Path**

To link your newly created DCPDS Portal account to your existing application/databases. Click the **Add Additional Application/D**



# *How to get into MyBiz+*

your user name is your SSN with dashes again to add MyBiz+  
i.e. XXX-XX-XXXX

**\*\* Important \*\*** You must complete and submit this information to finalize the Registration process. Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your **HR/MyBiz/MyWorkplace** log in screen "User Name". Use hyphens in the Username Field if applicable.

Username:

Confirm Username:

☒ Submit

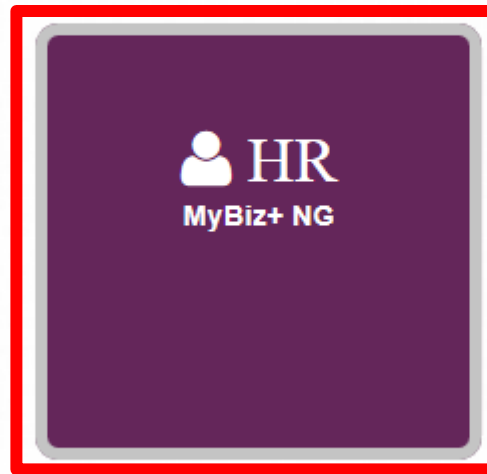


# *How to get into MyBiz+*

You will now have a MyBiz+ purple box, select it to go to MyBiz+

My Application/Database [Add Additional Application/Databases](#)

**Choose your Path**



To link your newly created DCPDS Portal account to your existing application/databases. Click the **Add Additional Application/L**





Personal



Pay, Leave  
and Benefits



Professional  
Development



Position



Performance



Reports

- MYBIZ+ (EMPLOYEE FRONTPAGE)
  - LAST PAYCHECK AMOUNT AND DATE
  - LAST PERSONNEL ACTION
  - LEAVE BALANCES
  - LIFE AND HEALTH INSURANCE PLANS



Personal



Pay, Leave  
and Benefits



Professional  
Development



Position



Performance



Reports

- MYBIZ+ (EMPLOYEE FRONTPAGE)  
DOWNLOAD SF-50's  
EMPLOYMENT VERIFICATION  
UPDATE CONTACT INFO  
VIEW APPOINTMENT AND POSITION HISTORY



Personal



Pay, Leave  
and Benefits



Professional  
Development



Position



Performance



Reports

### Key Services

Manage Key Services TIP

MyPerformance

APPRAISAL

Update Contact Information

CONTACT INFO

Request Employment Verification

EMPLOYEE VERIFICATION

Civilian Career Report

Update Professional Development

SF50 Personnel Actions

SF-50 PERSONNEL ACTIONS

Civilian Expeditionary Workforce (CEW)



# ***PERFORMANCE APPRAISALS***

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- MYBIZ+
- EMPLOYEE / RATING OFFICIAL / HIGHER REVIEWER
- PLAN / INTERIM REVIEW / APPRAISAL
  - PLAN – INITIAL COUNSELING / EXPECTATIONS
  - INTERIM REVIEW – FOLLOW ON COUNSELING
  - CLOSEOUT – CHANGE OF RATER (WONT COMPLETE APPRAISAL)
  - APPRAISAL – OER / NCOER COMPLETE



Performance

# ***PERFORMANCE APPRAISALS***

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- NEW TECH (NEO) – START DATE + 364
  - i.e. - 15 JAN 20XX to 14 JAN 20XX+1
- NEW (TO DEPT) – START DATE TO 30 SEP XX  
(SUPERVISOR  $\geq$  120 DAYS)
- EVERYONE - 1 OCT 20XX to 30 SEP 20XX+1  
EFFECTIVE DATE = 1 OCT 20XX+1



# PLANS

Plan

Interim Reviews

Annual Appraisal

Other Assessments

Reports/Forms

Plan Details

Mission Goals

Job Objectives

Approvals & Acknowledgments

## Create New Plan

<div>--Choose a Plan Type-- DoD Performance Management Appraisal Program Defense Civilian Intelligence Personnel System National Guard (Title 32)</div>		<input type="button" value="Go"/>
Current Status	Active	
Plan Approved	Up	

\* Appraisal Type

Annual Appraisal - NG

t of the employee's performance evaluation period under this plan. Certain inform.  
ange this date if necessary.

\* Appraisal Period Start Date

01-Oct-2015



\* Appraisal Period End Date

30-Sep-2016



\* Appraisal Effective Date

01-Oct-2016



\* Rating Official Name

Dirks, Ann Rosemarie



\* Higher Level Reviewer Name

Stowell, Michael Duane





# PLANS

Plan

Interim Reviews

Annual Appraisal

Other Assessments

Reports/Forms

Plan Details

Mission Goals

Job Objectives

Approvals & Acknowledgments

- 3-5 OBJECTIVES FROM PD
- OBJECTIVES ARE WEIGHTED
  - i.e. OBJECTIVE 1 – 50% OF THE JOB
  - i.e. OBJECTIVE 2 – 25% OF THE JOB
  - i.e. OBJECTIVE 3 – 20% OF THE JOB
  - i.e. OBJECTIVE 4 – 5% OF THE JOB



# Performance Appraisal Application (PAA)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

## Add Job Objective

• Indicates required field

[Save](#)

[Save and Add Another Job Objective](#)

[Save and Return to Job Objectives Tab](#)

[Need Help?](#)

This screen allows you to add a Job Objective.

Objective Number

1

• Objective Title

Quality Control

• Start Date

01-Oct-2008



(example: 27-Feb-2009)

Job Objective Status

PENDING

Date Last Modified

27-Feb-2009

Job Objective

The is where you type your job objective

(Limit to 1000 characters)

Counter 40

[Save](#)

[Save and Add Another Job Objective](#)

[Save and Return to Job Objectives Tab](#)

[ICE MyBiz](#) | [ICE PAA V2](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)





Performance

# ***INTERIM REVIEW***

Plan

**Interim Reviews**

Annual Appraisal

Other Assessments

Reports/Forms

- INTERIM REVIEW – 6 MONTHS INTO YEAR
- AS MANY AS NEEDED – NGB REQUIRES AT LEAST 1
- GOOD FOR KNOWING WHERE YOU STAND
  - IT DIDN'T HAPPEN IF IT'S NOT WRITTEN DOWN



Performance

# ***CLOEOUT ASSESSMENT***

Plan

Interim Reviews

Annual Appraisal

Other Assessments

Reports/Forms

- **CLOSEOUT ASSESSMENT**
  - SAME JOB, BUT CHANGE OF SUPERVISOR
  - APPRAISAL STILL NEEDS TO BE COMPLETE AT END OF YEAR
  - NO SCORE GIVEN
  - LIKE A LETTER OF INPUT FOR NCOER/OER

# ***PERFORMANCE APPRAISALS***

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- APPRAISAL – DUE 31 OCT
- ASSESMENT 1-5
  - 1-UNACCEPTABLE (PIP, NO WIGI)
  - 2-MARGINAL (OPTIONAL PIP, NO WIGI)
  - 3-FULLY SUCCESSFUL
  - 4-EXCELLENT
  - 5-OUTSTANDING (BEST OF BEST)

# ***QUESTIONS?***

